

# STATEWIDE FISCAL POLICY ADVISORY COMMITTEE MINUTES

Thursday, February 14, 2008

In attendance: Randy Smith, H&W  
Jim Carter, SCO  
Ed Bowden, Labor

David Fulkerson, DFM  
Don Berg, LSO  
Don Robbins, IIC

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## **Agenda 1: Minutes**

Minutes accepted with minor wording changes to the private bank accounts attachment.

## **Agenda 2: Update on Independent Contractors Policy**

Ed presented his draft of the policy. He said that in the original policy there was a section of detailed “20 factors”. This should be a link to the IRS Web site. Ed would like to keep the Fiscal Impact section of this policy because it explains the consequences of the agencies decisions. Randy noted that if this were a guideline only, it wouldn’t need to be as detailed. Ed would like to keep the detailed information so that the agencies can find it in one place in order to make an informed decision. Don Berg suggested using a separate section of references or links. Ed will distribute a rewritten draft for the next meeting.

## **Agenda 3: Review of Policies**

The following changes were made to the policies under review:

### General Information

Strike the last 2 paragraphs of the Background section.

Strike the word “rules” from the Basic Parameter section

Include Statewide Accounting Applications in Application of Manual section

Verified that the Record Center outputs to microfiche and microfilm.

Committee agreed to identify acronyms with department names where possible in the policy.

### Interfund Borrowing

Reword first sentence of Policy section to read, “... the following criteria must be met”.

### Establishing Funds

Reword first sentence and strike last sentence of ‘Policy’ section.

Add sentence to ‘Policy’ section regarding that agencies must contact SCO.

### Petty Cash

Don Berg verified that Petty Cash should be reconciled daily.

Reword sentences introducing bulleted lists in the ‘Proper Uses’ section.

### Rotary Accounts

Update grammar to #1 in the ‘Disbursing Officer’s’ section.

**Agenda 4: Issues for FPAC to address**

Don Berg brought the issue of agencies purchasing “items of employee convenience”, e.g., microwaves, refrigerators, etc. While there is nothing that prohibits an agency from making such a purchase, Don suggests that there could be a guideline that recommends the reasonableness of the purchase such that it meets the agency’s mission or needs. The guideline would recognize the agency’s management’s judgment in determining what would meet their mission or needs. Consumables would not be covered by such guideline. FPAC will discuss in future meetings.

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**Next meeting:** March 13, 2008, 1:30 PM in the State Controller’s Office, 4<sup>th</sup> Floor conference room A.

**Agenda:**

1. Independent Contractors review – Ed Bowden
2. Discuss Contract Monitoring
3. Discuss Educational Expenses guideline
4. Guideline for items of employee convenience
5. Discuss format of a guidelines document.